

TRANSPORTATION AUTHORITY OF MARIN (TAM)
EXECUTIVE COMMITTEE MEETING
MARCH 9, 2005

Commissioner members present: Al Boro, City of San Rafael
Joan Lundstrom, City of Larkspur
Alice Fredericks, Town of Tiburon
Lew Tremaine, Town of Fairfax

Commissioner members absent: Steve Kinsey, Marin County Board of Supervisors
Cynthia Murray, Marin County Board of Supervisors
Peter Breen, Town of San Anselmo

Staff members present: Craig Tackabery, TAM Executive Director
JeriLynne Stewart, Recording Secretary

Vice-Chairman Al Boro called the meeting to order at 3:19 PM.

1. Approval of Minutes from February 9, 2005 and February 24, 2005 Meetings

Regarding the February 24, 2005 minutes, Commissioner Lundstrom suggested (on Page 2), the acronym reference of "CPA" be changed to "CWPA (Countywide Planning Agency)", and the reference to her role as an original member of the "CWPA" be changed to "CCPC," which was the "City & County Planning Committee" prior to being the CWPA. Both sets of minutes were approved with the above revisions.

2. Executive Director's Report

Executive Director (ED) Craig Tackabery reported the past weekend's special TAM Public Workshop featuring the full Board of TAM Commissioners went well, and the public comments he received indicated the proposed process impressed them. Commissioners, anxious to see progress of the Authority's new direction toward independence, expressed their satisfaction.

ED Tackabery reported that DPW has hired Mr. Bill Whitney to serve as Project Manager of TAM's Regional Measure 2 (RM2) and begins March 28th. Mr. Tackabery also spoke about TAM's on-going RM2 projects, such as the Cal Park Hill Tunnel Project. He recently met with its Real Estate Committee, discussing the project's scope, which is to open the tunnel, build a bike path for approximately \$7M. The Real Estate Committee wanted to bring in SMART to partner in the cost. Vice-Chair Boro said he understood SMART to be concerned with the above proposal, which covers the existing rails by putting in a bike path with construction for the rail bed at a later date, after tearing out the bike paths.

Commissioner Lundstrom commented that no matter what, the existing train tracks have to be rebuilt; yet it's the bike path use that would also have to be re-built. TAM's goal is to preserving the use, not preclude future rail.

Regarding another RM2 project, the project is to add an extra lane to Sir Francis Drake Boulevard from Larkspur Landing Circle and take out islands. Staff is exploring adding this to Segment 2 of the Gap Closure project, which looks feasible; it will be on TAM's March 24th agenda to allocate funds.

ED Tackabery talked about the Gap Closure project update he gave at the special Workshop, and the \$22M grant, and moving STIP money to make sure the final phase is completely funded. The Segment 3 aesthetic issue at the 101/580 ramp went to the San Rafael City Council; Caltrans recommended design was supported by the Council, with the aesthetic treatment of the wall referred to the City's Design Review Board. Caltrans will be ready to go to bid this summer and capture the grant funding.

Commissioner Lundstrom said that the Cal Park Hill Tunnel would need approval by May to secure funding and to ascertain what SMART expects from TAM. Yet, where would the \$7M come from if this is a \$17M project, with only \$10M allocated? Jean Bonander, Rod Gould, Craig Tackabery, and Lillian Hames will work together to determine the project's safety, graffiti, lighting, and maintenance responsibilities.

3. Status Report on Transit-Oriented (TOD) and Pedestrian-Oriented Design (PeD) Toolkit Outreach

Dean Powell, at the direction of Ex Comm., gave a status report of the T-Plus Program, and the development of the tool kit. It was recommended that staff go to the Marin Manager's Association (MMA) meeting and ask for advice on how to engage cities and towns staff, councils and commissions, in the development of the tool kit. Staff was on the agenda last month, and presented the T-plus program concept. The MMA expressed they would 'take ball and run with it'. The Managers indicated they would determine which individuals to assign as a committee for their respective city.

4. Recommendation to TAM Regarding Executive Director Job Description and Compensation Range; Approval of Materials for Executive Director Recruitment; Candidate Profile, Ad & Brochure, Discussion of Community and Peer Panels

ED Tackabery said the TAM Board would approve the technical job description, salary has been specified as "to be negotiated". Then, the Executive Committee is to approve the materials, make recommendations to CPS, and give the "go ahead". The Ex Comm. then follows up interviewing candidates with TAM, providing final approval.

Kris Kristensen reported he revised the brochure text based on comments by TAM at the Saturday Workshop provided by ED Tackabery.

It was suggested that the Ex Comm. adopt a comprehensive benefit plan. Mr. Kristensen said it would be best to already have a benefit plan in place prior to an employee being hired. He has had discussion with Laura Armor recently, which indicated that the Authority is capable of contracting with County for health and retirement benefits. It was suggested that staff have a discussion with Human Resources between now and mid May to set up a temporary agreement. ED Tackabery said a former county staff member who used to work with Laura Armor (Gail Papworth) could assist on a contract basis. The Ex Comm. approved.

The Ex Comm. agreed that it is open to considering housing assistance, yet needs a lot more information. A discussion of the brochure's specifics included a review of one of CPS's sample, which featured a similar list of suggested candidate qualities. Use of color, logo, and photos was also discussed, featuring the use of photos of Marin's transportation facilities. Mr. Kristensen will review the final design with Chair Kinsey and Vice-Chair Boro.

Mr. Kristensen will come to the Ex Comm. May 11th with recommended candidates. At that time, he will ask Ex Comm. to choose the final 4 or 5 candidates for interviewing, and will prepare a written report. Candidates need to be interviewed on one day by the Ex Comm., a peer group, and a citizen's panel. The Ex Comm. set Friday May 20th as interview date. Interviews will be held in closed session. The Ex Comm. agreed that the full Commission meeting could begin at 4pm on May 26th.

There was discussion about the make-up of the panels. ED Tackabery will provide Chair Kinsey and Vice Chair Boro with a list to consider by the April 13th Ex Comm. meeting.

5. Open Time for Public Expression

None.

Vice-Chair Boro adjourned the Ex Comm. meeting at 4:25pm.

**TRANSPORTATION AUTHORITY OF MARIN
RECRUITMENT OF
EXECUTIVE DIRECTOR**

REVISED RECRUITMENT SCHEDULE
(a/o 3/09/05)

<u>Task</u>	<u>Anticipated Completion Date</u>
1. Develop ideal candidate profile / advertising	
- Initial meeting	2/9
- Phone interviews w/ Executive Committee members	2/11-18
- Submit draft profile, ad & brochure texts	2/22
- Ex. Committee reviews profile & brochure text	2/24
- Ex. Committee reviews brochure & schedule with Board	3/5
- Ex. Committee approves brochure, ad sources	3/9
- Ads Appear	3/14 – 4/15
2. Candidate outreach (CPS Executive Search)	
- Print brochure	3/14
- Distribute brochure / letters to potential candidates and referral sources	3/17
- Follow-up contacts	3/21 – 4/15
3. Filing date	4/22
4. Initial candidate screening:	
- Resume review	4/25-26
- Screening interviews (CPS Executive Search)	4/28 – 5/6
5. Deliver report, Executive Committee selects finalists	5/11
6. Authority interviews (Ex Committee; Peer & Community Panels)	5/20 all day
7. Conduct background/reference checks on top 1-3 finalists (CPS Executive Search)	7-10 days
8. Authority second interviews (Board of Commissioners)	5/26, 4:00 PM
9. Make offer of appointment	6/1

*Specific date to be determined by Authority